

## **Lovemead Group Practice Trowbridge**

<b>JOB TITLE:</b>	<b>Paramedic Practitioner</b>
<b>REPORTS TO:</b>	<b>The Partners (Clinically) The Clinical Manager (Administratively)</b>
<b>HOURS:</b>	<b>37.5 hours</b>
<b>LOCATION:</b>	<b>Lovemead Group Practice</b>

### **Job summary:**

- The role will provide a specialist Paramedic resource for health care professionals and service users, working in collaboration with other members of the Multidisciplinary Team.
- To work within the community, as an autonomous, accountable, Paramedic Practitioner, in the provision of a holistic approach for individuals including assessment, diagnosis and treatment, to deliver quality patient services.
- To support the team with nursing home visits, home visits, seeing patients requesting same day appointments.
- To assess, diagnose, treat, refer or signpost patients/service users who attend surgery with undifferentiated or undiagnosed condition relating to minor illness.
- The post holder will use clinical skills to provide education to service users, promoting self-care and empower them to make informed choices about their treatment.
- The post holder must own vehicle for home visits with expensed remunerated in overall financial package.

### **Job responsibilities:**

#### **Diagnosing and treating patients presenting with minor illness**

- Triage and treat patients wishing to see a health care professional, making any necessary referrals to other members of the primary health care team

- Patients with problems needing referral to secondary care should be discussed with the registered GP before making such referral.
- Ensure clinical practice is safe and effective and remains within boundaries of competence, and to acknowledge limitations.
- Advise patients on general health care and minor ailments, with referral to other members of the primary and secondary health care team as necessary
- Works from the surgery and within communities as an autonomous practitioner caring for patients and families.
- Works as an autonomous practitioner, in accordance with the Health Professions Council. Ensure that personal and professional clinical standards are maintained.
- To undertake assessment for patients within the community and those attending the surgery, using diagnostic skills and initiation of investigations where appropriate.
- To formally and informally impart knowledge and skills to colleagues promoting peer review and best practice within the work environment.
- To communicate at all levels within the team ensuring an effective service is delivered.
- To maintain accurate, contemporaneous healthcare records appropriate to the consultation.
- Ensure evidenced-based care is delivered at the highest standards ensuring delivery of high quality patient care.
- Works with local policies and procedures.
- Enhance own performance through Continuous Professional Development, imparting own knowledge and behaviours to meet the needs of the service.
- To achieve and demonstrate agreed standards of personal and professional development in order to meet the needs of the service.
- To participate in the audit process, evaluation and implementing plans and practice change in order to meet patient need.
- Contribute positively to the effectiveness and efficiency of the team and work colleagues.

### **Pathological specimens and investigatory procedures**

- Undertake the collection of pathological specimens including intravenous blood samples, swabs etc. Perform investigatory procedures requested by the GPs

### **Administration and professional responsibilities**

- Participate in the administrative and professional responsibilities of the practice team
- Ensure accurate and legible notes of all consultations and treatments are recorded in the patient's notes
- Ensure the clinical computer system is kept up to date, with accurate details recorded and amended
- Ensure appropriate items of service claims are made accurately, reporting any problems to the practice administrator
- Ensure accurate completion of all necessary documentation associated with patient health care and registration with the practice
- Ensure collection and maintenance of statistical information required for regular and ad hoc reports and audit
- Attend and participate in practice meetings as required
- Restocking and maintenance of clinical areas and consulting rooms

### **Training and personal development**

- Training requirements will be monitored by yearly appraisal and will be in accordance with practice requirements. Personal development will be encouraged and supported by the practice. It is the individuals' responsibility to remain up to date with recent developments.
- Participate in the education and training of students of all disciplines and the introduction of all members of the practice staff where appropriate
- Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development.
- If it is necessary to expand the role to include additional responsibilities, full training will be given.
- Develop and maintain a Personal Learning Plan

### **Liaison**

- As well as the nursing team, there is a need to work closely with reception and admin, to ensure the smooth running of the practice, reporting any problems encountered to the relevant person and ensuring everyone is aware of the different roles within the nursing team
- There is also the need to establish and maintain good liaison with other surgeries and agencies, including secondary care

### **Meetings**

- It will be necessary to attend and contribute to various practice meetings as requested. The only reason for not attending will be annual, study or sick leave.

### **Confidentiality:**

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

### **Equality and diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner that is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

### **Personal/Professional development:**

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

### **Quality:**

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources

### **Communication:**

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly

### **Contribution to the implementation of services:**

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate